

DISTRICT OF COLUMBIA

PUBLIC SCHOOLS

2003

**COORDINATED REVIEW EFFORT
(CRE)**

SUMMARY OF FINDINGS

July 18, 2003

STATE EDUCATION OFFICE

C. Vannessa Spinner, State Education Officer

Dr. Cynthia Bell, State Director, Nutrition Services

Rita Akers, Diedre Bell & Yvette Matthews, Team Leaders

ONE JUDICIARY SQUARE
441 4th STREET NW
ROOM 350 NORTH
WASHINGTON, DC 20001



PHONE (202) 727-6436
FAX (202) 727-2019
www.seo.gov

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Anthony A. Williams, Mayor

SPECIAL NUTRITION AND COMMODITIES DISTRIBUTION PROGRAM

July 18, 2003

Ms. Catherine Lynch, Director
Food and Nutrition Services
D. C. Public Schools
3535 V Street, NE
Washington, DC. 20018-1589

Dear Ms Lynch:

This letter transmits the findings of the 2003 Coordinated Review Effort (CRE) Review of DC Public Schools, Food and Nutrition Services. The review was conducted from April 7 – 11, 2003, in 15 schools participating in the National School Lunch Program in DC Public Schools. The scope of the review included all aspects of eligibility documentation, counting, claiming, and consolidation of meals served, as well as an evaluation of the nutritional integrity of the menu.

An exit conference was held with representatives from DC Public Schools, Food and Nutrition Services from the Mid-Atlantic Regional and Headquarters offices on April 28, 2003, to discuss findings of the review. This letter will detail those findings and define specific corrective actions. With the exception of issues dealing with systemic counting problems, DC Public Schools has thirty days to respond with appropriate action. Systemic counting issues require additional time to correct and may take longer than thirty days. In addition to those schools reviewed, we would like to stress the importance of resolving any findings in all schools throughout DC Public Schools system-wide. In addition, include in your report your expected time frame for correcting counting problems system-wide.

Due to the errors found in counting and claiming, the review threshold was exceeded in nine out of the fifteen schools included in the scope of the review. This will result in a second review to be scheduled when it can be determined that all corrective actions have been adequately addressed, before December 31, 2003. Our office will be contacting you to schedule a visit to discuss the most opportune time to review completed corrective action. Fiscal action will be determined following our review of corrective actions taken. If fiscal action is warranted, DC Public Schools may exercise its right to appeal the withholding of payments and over-claims by following the appeal procedures guidelines in 7CFR Part 210.30(d)(3).

We appreciate the cooperation and hospitality that was extended to our review team members. We look forward to working with the DC Public Schools, Food & Nutrition Services to resolve any findings as expeditiously as possible. In that regard, we would like to offer any technical assistance at your request.

Please contact Rita Akers at (202) 724-7775 if you have any questions or concerns.

Sincerely,

Dr. Cynthia Bell
State Director

rva:cb
Enclosures

cc: MARO
USDA Headquarters
C. Vannessa Spinner

I. ADMINISTRATIVE REVIEW PROCESS

The term administrative review means the initial comprehensive on-site evaluation of a School Food Authority (SFA), participating in the National School Breakfast and Lunch Program. The review analyzes compliance in both critical and general areas in accordance with regulations. Critical areas are divided into two Performance Standards.

- Performance Standard One includes certification, counting, and claiming systems used by the District of Columbia, Food and Nutrition Services (FNS), to ensure that all free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced price and paid lunches respectively; and that meals are counted, recorded, consolidated and reported through a system which consistently yields correct claims for reimbursement.
- Performance Standard Two covers the food components served to children and evaluates whether lunches claimed for reimbursement within the school food authority contain the required food items/components described in the regulations.

General areas of review include civil rights, verification, on-site review requirements, record keeping, and edit checks.

II. METHODOLOGY

The Coordinated Review Effort (CRE), process provides us with a snapshot of how well DC Public Schools (DCPS), is performing within the guidelines established by federal regulations. It requires the State Education Office (SEO), to record data found at the site and to analyze that data against a prior month in the same school year. We selected February 2003, as the test month because that was the last month a claim was submitted by DC Public Schools to the SEO for reimbursement. A comparison from the day of visit and other information is collected and analyzed to determine how well DCPS is performing.

The site visit allows the SEO to determine if all aspects of the counting, claiming, and consolidation and eligibility documentation processes are in compliance at the school level. By interview and direct observation, we are able to ascertain if a school is following the guidelines set forth in the District of Columbia policy statement. The meal service is also observed to determine if children are receiving the proper menu components and quantities of food.

III. SITE SELECTION PROCESS

Review requirements state that the State Education Office must visit a specific number of sites based on the total number of schools in DCPS. The approved Application for Participation submitted by DC Public Schools indicates that 146 schools participate in the National School Lunch Program. Accordingly, Table A of 7CFR Part 210.10 requires that we visit a minimum of 13 schools to effectively evaluate DCPS. In addition, the State Education Office must also review additional schools with a free average daily participation of 100 or more and a free participation factor of 100 percent.

Site Selection was determined by applying the following formula:

The number of free meals claimed at each school during the month of November 2002,
*divided by the number of free eligibles at each site; divided by the number of serving days
 during the month of November 2002.*

This formula provided us with a common frame of reference and assisted in identifying schools, which might have potential problems. The following chart indicates the sites selected and the reason for selection. Although 13 schools were required to be reviewed, the State Education Office staff selected two additional schools to ensure the sample of selected schools included Senior High Schools.

| | | | | | | | |
|--|-------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------|-------------------------|---------------|
| COORDINATED REVIEW | | | | | | | Lunch only |
| SCHOOL SELECTION WORKSHEET | | | | | | | |
| SFA:District of Columbia Public Schools | | | | Month:November 2002 | | | |
| | | | | | | | |
| A. Type* | B. School Name | C. Number Serving Days | D. Number Free Eligible | E. Number Free Claimed | F. Free ADP (E) / (C) | G. ADP% (F) / (D) | H. Results |
| 3 | BALLOU SHS | 16 | 630 | 3416 | 214 | 34 | Select |
| 3 | CARDOZO SHS | 16 | 386 | 1620 | 101 | 26 | Select |
| 2 | HART MS | 16 | 344 | 5501 | 344 | 100 | Select |
| 1 | HOUSTON | 16 | 239 | 4793 | 300 | 125 | Select |
| 1 | KEY | 16 | 3 | 63 | 4 | 131 | Select |
| 1 | MONTGOMERY | 16 | 196 | 3258 | 204 | 104 | Select |
| 3 | MOORE, LU. SHS | 16 | 40 | 968 | 61 | 151 | Select |
| 1 | OYSTER | 16 | 33 | 823 | 51 | 156 | Select |
| 1 | RIVER TERRACE | 16 | 158 | 3045 | 190 | 120 | Select |
| 1 | SAVOY | 16 | 252 | 4189 | 262 | 104 | Select |
| 1 | SHARPE HEALTH | 16 | 68 | 1110 | 69 | 102 | Select |
| 2 | SOUSA MS | 16 | 292 | 4803 | 300 | 103 | Select |
| 1 | STEVENS | 16 | 111 | 1968 | 123 | 111 | Select |
| 1 | WEBB | 16 | 373 | 6670 | 417 | 112 | Select |
| 1 | WHITTIER | 16 | 210 | 3854 | 241 | 115 | Select |
| | | | | | | | |
| *1 - Elementary; 2 - Middle/Junior High; 3 - High School | | | | | | | |

IV. SCHOOL REVIEW SUMMARY

Attachment-A of this report summarizes the findings at each of the 15 schools reviewed. A YES on the chart indicates that the school exceeded established thresholds and was NOT in compliance with regulations.

Corrective Action

Submit a written response detailing the corrective actions planned and completed for each of the findings listed in the summary chart for each of the 15 schools reviewed.

V. COUNTING AND CLAIMING

The SEO is required to review counting and claiming and certification systems in place at each school to ensure that all free, reduced and paid lunches claimed for reimbursements are served only to children that are deemed eligible for the day of visit and review month.

Performance Standard 1

Adequate Counting and Claiming System

| School Name | Day | | Review Period | |
|---|-----|----|---------------|----|
| | Yes | No | Yes | No |
| 1. River Terrace* | X | | | X |
| 2. Webb* | X | | | X |
| 3. Sharpe Health* | X | | | X |
| 4. Luke Moore | X | | X | |
| 5. Oyster | X | | | X |
| 6. Cardozo | X | | X | |
| 7. Whittier | X | | X | |
| 8. Sousa* | X | | | X |
| 9. Stevens* | X | | | X |
| 10. Savoy | X | | X | |
| 11. Ballou | X | | X | |
| 12. Hart* | X | | | X |
| 13. Houston* | | X | | X |
| 14. Montgomery | X | | X | |
| 15. Key* | X | | | X |
| Red Color = Schools that exceeded established thresholds and not in compliance with regulations | | | | |

Corrective Action

In response to this report, the SFA must submit corrective actions taken to assure meal claims are accurate and based on reliable point of service counts. It is essential that Food & Nutrition Services monitor the counting systems in these schools for the period of time needed to institute a reliable system for counting and claiming meals. Training for all food service employees is needed pursuant to a request from DCPS. The State Education Office staff has scheduled formal training on August 6, 2003.

Once a reliable counting system is in place, new participation figures can be established and applied to each school's claim for reimbursement beginning October 2002. . In order to apply these new participation figures, the monthly claim for reimbursement containing reliable counts must be completed and received by the SEO by the time of the follow-up review.

VI. ELIGIBILITY DETERMINATION AND BENEFIT ISSUANCE

The SEO has seen improvement in the area of correctly approving free and reduced eligibility applications compared to the results of Coordinated Reviews in previous years. This can be attributed to the new WIN-SNAP Program in use by DCPS for the current school year.

Determination of a child's eligibility to participate in the lunch program was also reviewed. By checking application and direct certification documentation for completeness and accuracy, we were able to determine the number of children correctly approved for free and reduced-price meals. We also compared the child's application determination with the benefit issuance list or roster to ensure students were listed in the correct eligibility category. All errors in eligibility and benefit issuance were recorded on Form S-5. Review of the applications resulted in Performance Standard One violations in the following eleven schools:

| | |
|---------------|---------------|
| Ballou | Savoy |
| Cardozo | Sharpe Health |
| Hart | Sousa |
| Luke Moore | Stevens |
| Oyster | Webb |
| River Terrace | |

Corrective Action

The individual school Form S-5's and detailed instructions for correcting application/benefit issuance errors were left at Food & Nutrition Services Central office during the scheduled application review that was conducted March 24- April 2, 2003. In addition, eligibility and benefit issuance corrections were verified by the State Education Office program representatives on May 12, 2003 to ensure that corrections were properly made.

Please submit corrective action plan to ensure that lunch income eligibility applications are approved correctly for school year 2003-2004.

VII. SFA CLAIMS CONSOLIDATION

There were many clerical errors in entering data. In some cases lunch numbers were reversed with breakfast and vice versa. In one case 64 pre-paid reduced were claimed for the week with no indication that any reduced meals were served during the week. Several schools claimed meals on days when school was closed due to weather. One school had the Win-Snap go down during the week and the meals that were counted manually were not captured on the claim.

The District of Columbia is required to consolidate meal counts from all schools into a single claim for reimbursement. During a CRE review, the system for consolidating claims was evaluated for accuracy. The review team reviewed and validated the claims consolidation for all schools for the month of February 2003, (see Attachment-B). The review of the Claims Consolidation process resulted in a Performance Standard One violation.

The following summarizes the results of our review:

| Breakfast | |
|--------------------------------------|---------|
| SFA Claimed Free | 153,989 |
| Reviewer Validated Free Count | 152,118 |
| Free Meals Over-claimed | 2,132 |
| Free Meals Under-claimed | -261 |
| Net Free Over/Underclaim | 1,871 |
| | |
| SFA Claimed Reduced | 6,928 |
| Reviewer Validated Reduced Counts | 6,697 |
| Reduced Meals Over-Claimed | 241 |
| Reduced Meals Under Claimed | -10 |
| Net Reduced Over/Underclaim | 231 |
| | |
| SFA Claimed Z Meals | 9,667 |
| Reviewer Validated Z Counts | 9,300 |
| Z Meals Over-Claimed | 387 |
| Z Meals Under-Claimed | -20 |
| Net Z Over/Underclaim | 367 |
| | |
| SFA Claimed Fully Paid | 2,729 |
| Reviewer Validated Fully Paid Counts | 2,711 |
| Fully Paid Meals Over-claimed | 25 |
| Fully Paid Meals Under-claimed | -7 |
| Net Fully Paid Over/Underclaim | 18 |

| Lunch | |
|--------------------------------------|---------|
| SFA Claimed Free | 378,434 |
| Reviewer Validated Free Count | 373,157 |
| Free Meals Over-claimed | 7,304 |
| Free Meals Under-claimed | -2,027 |
| Net Free Over/Underclaim | 5,277 |
| | |
| SFA Claimed Reduced | 22,077 |
| Reviewer Validated Reduced Counts | 21,615 |
| Reduced Meals Over-Claimed | 561 |
| Reduced Meals Under Claimed | -99 |
| Net Reduced Over/Underclaim | 462 |
| | |
| SFA Claimed Z Meals | 37,115 |
| Reviewer Validated Z Counts | 35,494 |
| Z Meals Over-Claimed | 1,919 |
| Z Meals Under-Claimed | -298 |
| Net Z Over/Underclaim | 1,621 |
| | |
| SFA Claimed Fully Paid | 28,521 |
| Reviewer Validated Fully Paid Counts | 28,526 |
| Fully Paid Meals Over-claimed | 423 |
| Fully Paid Meals Under-claimed | -158 |
| Net Fully Paid Over/Underclaim | 265 |

Consolidation Review

The following adjustments must be applied to your February 2003 claim for reimbursement.

BREAKFAST

Free over 2,132
Free under -261
Net over/under 1,871 = **OVERCLAIMED**

Reduced over 241
Reduced under -10
Net over/under 231 = **OVERCLAIMED**

Free over 387
Free under -20
Net over/under 367 = **OVERCLAIMED**

Fully Paid over 25
Fully Paid under -7
Net over/under 18 = **OVERCLAIMED**

LUNCH

Free over 7,304
Free under -2,027
Net over/under 5,277 = **OVERCLAIMED**

Reduced over 561
Reduced under -99
Net over/under 462 = **OVERCLAIMED**

Free over 1,919
Free under -298
Net over/under 1,621 = **OVERCLAIMED**

Fully Paid over 423
Fully Paid under -158
Net over/under 265 = **OVERCLAIMED**

Corrective Action:

Submit a corrective action plan which will outline an acceptable and accountable method of consolidation for revising February 2003 claim and to ensure that future claims are consolidated properly.

We recommend DCPS to conduct follow-up visits to schools with counting/claiming **and** consolidation problems to ensure that staff is properly reporting meals correctly.

VIII. PRE-PLATED MENUS

The approved Application for Participation indicates that Enhanced Food Based is the menu planning system was selected for SY 2002-03. After careful review of the menu planning documents and production records, it was revealed that the quantities of the grains/bread and of the fruit/vegetable components being offered more closely followed the Traditional Food Based menu planning option.

Corrective Action

Determine which menu planning option DCPS will use for school year 2003-04 and then submit a corrective action plan that details steps to be taken to ensure that the correct menu planning system is being used. For your information Attachment-C is a copy of the Enhanced Food Based menu planning chart.

IX. PRODUCTION RECORDS

Production records were reviewed for all schools. Excessive meals were discarded daily in the pre-plated schools. Training on proper use of production records is needed system-wide and how it can effectively be used as an historical reference (i.e. how much to prepare, how much to order, etc.) It did not appear that there was communication between the schools and SFA in terms of making adjustments and reducing the amount of food that was being delivered. This presents potential loss of money to DC Public Schools-Food & Nutrition Services.

Corrective Action

Submit a corrective action plan that details steps to be taken to ensure that food production staff will receive training in determining sufficient quantities for the appropriate age/grade groupings of students being served and properly recording information on the production sheets. Also submit for review two weeks of production records for preplated schools.

X. VERIFICATION

Verification was not completed within the correct timeframes and copies of letters to the parents were not maintained by the SFA. After review of verification letters and documentation submitted, it was discovered that the parent letters were mailed in the timeframe of December 12th-18th, 2002. The due date indicated on parent letters to submit documentation was January 6, 2003.

VERIFICATION RESULTS

Number of applications verified: 233

| <u>Result</u> | <u>Reason</u> |
|-------------------------|--|
| Free to Paid – 153 | No response from household |
| Free to Reduced – 13 | Change in status |
| Reduced to Free – 2 | Change in status |
| Reduced to Paid – 53 | No response from household |
| No Change in Status -12 | Parents sent documentation which supported certification |

Verification of the sample size must be completed by December 15th of each year. If the SFA believes that it will not meet this deadline, a written request for an extension must be submitted to the State Education Office prior to December 15th. If approved by the SEO the request will be forwarded to the Regional Office for final approval.

Corrective Action

In order to substantiate that verification was properly accomplished, these records must indicate that all changes in status due to verification activity were made timely and appropriately, and that households were notified of the changes in eligibility and provided an opportunity to appeal. Submit a corrective action plan that will ensure that the verification process is completed by December 15th and include procedures to ensure that the SFA **will** maintain hard copies of all activities related to the verification process.

XI. DCPS ON-SITE REVIEWS

On-site reviews can provide an invaluable tool for School Food Authorities to isolate and correct accountability problems. Good on-site reviews prevent over-claims. We reviewed most of the on-site monitoring forms conducted this year by DCPS Area Managers. We looked at:

1. Whether the reviews were being completed on time
2. Whether the review forms:
 - a. Were being completed correctly
 - b. Had questions which would be adequate to determine compliance
 - c. Were identifying and documenting existing problems
 - d. Were suggesting corrective action that could have corrected the problems identified
3. Any trends which showed up in the evaluation.

DC Public School on site reviews were not being done in the most effective manner. For the most part it appears that the review form would provide an analysis tool that would identify problems. Not all existing problems were being identified as a result of the on-site reviews. Forms were not consistently filled out and some of the forms were not complete. In particular the sections for comments were rarely filled out. Additional monitoring of the reviewers may also be needed to ensure that required follow up is completed.

On-site forms showed that more meals were being served at some schools than there were approved certifications. This should be an automatic red flag. Reviewers sometimes did not note this as a problem and did not explain what the problems were. Comments in these sections are imperative when problems are found. Examples listed below are not inclusive of all forms—these only show specific examples of errors.

Additional directions on how to fill out the forms may be needed on the forms themselves. The suggested improvements listed below follow the order of the Accountability Review Form.

While most of the reviews were conducted before the 2-1-2003 deadline, 14 were completed after the deadline. The remaining on site reviews were completed by 2-27-2003. These reviews belonged to one area manager. The numbers of schools which appeared to have counting and claiming problems also showed some patterns by area manager.

A. Application Review and Direct Certification Review Section

It should be made clear that a review of the customer list is a required part of the on site review. If the customer list used to disseminate tickets or used as a basis for the number roster is not kept up to date, the counting system will not yield correct numbers.

A question should be added to the Application Review and Direct Certification Review to make sure that changes in the customer list (list of certified children) has been updated for changes due to verification, transfers or the end of the temporary approval period. Had this been done, children who had been terminated due to verification would not have been receiving meals—Example: Ballou.

Item 4 on some review forms had put the sum of all free certifications (free applications + direct certifications) in the free applications on file slot. Directions should make it clear that the applications should be listed in one place and the direct certifications (DX) in the next slot. Example: Hart Middle School.

B. Meal Observation

When there is a “no” answer in this section (indicating that there is a problem with the count on the day of the visit), comments should be required to describe the problems with the system observed. Many forms had no comments even when the reviewer identified errors in the meal count system. Example: Webb

There were many forms which should have stated that there was a problem in the counting system on the day of the visit because the number of free meals served exceeded the number of applications/direct certifications on file. Examples: Webb, Aiton, Houston, Whittier, Taft, Bunker Hill

We strongly recommend that the entire meal service be observed and that the area manager match up his or her count against that day’s count from the school manager. If only a portion of the meal service is to be observed, the last lunch period should be the one observed so that the reviewer can obtain the count for the day. Example: Aiton, Houston

Prior to going to the school, the reviewer should look at counts from prior months. If the number of meals being claimed exceeds the attendance adjusted eligible level, the entire meal service must be observed. Example: Aiton and Houston

C. Meal Pattern/Production Records

The meal pattern listed in the standard is the traditional food based pattern. We were told that DCPS had chosen the Enhanced Meal Pattern. The standard needs to reflect the menu planning method chosen.

There is no space for the area manager to record the problems in completion of the production records. Production records were not consistently prepared in the schools we visited. It appears from these records that menu forecasting is not being done and that too much food is prepared or delivered (pre-plates) Much of this food is subsequently discarded causing a financial drain on DCPS.

D. Consolidation

A description of the problems with the consolidation system should be required when there is a problem identified.

Area managers should compare the meals served to the attendance adjusted eligibles in addition to the number of enrolled children certified. They should also be alert to patterns in the numbers of meals recorded. For example, consistent numbers, number patterns and reporting the same number served as delivered can indicate that there is a problem in the counting system.

E. Compliance Determination

The reviewer should be required to take into account the results of the accountability review worksheet before making a determination. The worksheet can provide the reviewer with a tool to compare the meals claimed in prior periods to the counting and consolidation systems in operation on the day of the review. The counting system on the day of the review may not reveal hidden problems which can be revealed by looking at a prior period.

F. Accountability Review Worksheet.

Accountability worksheets did not always contain the meals claimed for the prior month on meals claimed on the day of the visit. It would also be useful for this worksheet to provide a space for the reviewer to record the average daily participation numbers in addition to the total meals from the prior month. Without this calculation, it is more difficult for the reviewer to determine if there is a change in the number of meals being claimed on the day of the visit from prior periods. Changes in numbers can indicate a change in the method of counting or distributing tickets. It could also lead the reviewer to problems in the consolidation and reporting methods. Examples: Green, Webb

G. Accountability Review Corrective Action Plan

In some cases the on-site review forms identified problems but no corrective action plan was completed. In other cases the corrective actions listed did not appear to be actions needed to correct problems identified or were so vague that it was impossible to judge the effectiveness of the suggestions. It was not clear whether the area reviewer had returned to the school to determine if the problems had been corrected. Example (Brookland) Some indication should be made on the form in addition to the date to have the area manager certify the effectiveness of the corrective action.

Attached is a listing of the concerns with each of the on-site reviews chosen for review. Where the on-site was completed late and no other review of the form was completed you will see an “ – “.

Comments on Specific Forms

| Name of School | On Time | Counts Exceed Eligibles or DOV problem | Problem Identified By Reviewer | Corrective Action Effective | Comments |
|-------------------|---------|--|--------------------------------|-----------------------------|--|
| | | | | | |
| Aiton | Y | Yes | No | No | 105% in Nov |
| Amidon | Y | No | No | N/A | 106% in Nov |
| Backus | Y | No | No | N/A | 104% in Nov |
| Ballou | Y | No | No | No | Numbers not secure |
| Beers | N | - | - | - | 107% in Nov |
| Bowen | N | - | - | - | 101% in Nov |
| Brent | Y | No but 100% on DOV | No | No | |
| Brightwood | Y | No | No | No | 107% in Nov |
| Brookland | Y | Yes | Yes | Yes | Follow-Up? |
| Bunker Hill | Y | Yes | No | No | 102% in Nov |
| Cook | Y | No | No | No | |
| Draper | N | - | - | - | |
| Eaton | Y | Yes | No | No | 137% in Nov |
| Ferrebee-Hope | N | - | - | - | |
| Garnett Patterson | Y | No | No | No | OK |
| Garrison | Y | No | No | No | OK |
| Gibbs | Y | No | No | No | 31 days? Meals higher than AAE |
| Green | Y | Yes –2 diff DOV counts | Yes | Yes | Reviewer identified high number of inc approved apps |
| Hardy | Y | No | No | No | 31 days? |
| Hart | Y | No | No | No | 100% in Nov |
| Hearst | Y | No | No | No | Meal counting questions not complete |
| Hendley | N | | | | |
| Houston | Y | Yes | Yes | Yes | CAP would not correct |
| Key | Y | Yes-100% DOV | Yes—not POS | Yes | |

| | | | | | |
|----------------|---------|--|--------------------------------|-----------------------------|--|
| Lasalle | Y | No | No | No | 100% in Nov |
| Name of School | On Time | Counts Exceed Eligibles or DOV problem | Problem Identified By Reviewer | Corrective Action Effective | Comments |
| Malcolm X | N | - | - | - | |
| McGogney | N | - | - | - | |
| McTerrell | N | - | - | - | |
| MM Washington | Y | Yes | Yes | Yes | Follow-up? |
| Montgomery | Y | No | No | No | 105% in Nov 96% DOV < AAE |
| Moore | Y | Yes | Yes | Yes | OK |
| Moten | N | - | - | - | |
| Orr | Y | Yes | No | No | |
| Oyster | Y | Yes | Yes | Yes | One of more complete forms |
| River Terrace | Y | -- | No | No | Consolidation/ Acct worksheet missing— 109% in Nov |
| Rudolph | Y | Yes | Yes | Yes | CAP would not correct |
| Shadd | Y | Yes | No | No | |
| Sharpe Health | Y | No but 100% ate | No | No | Exceeded AAE on DOV |
| Simon | N | - | - | - | |
| Stanton | N | - | - | - | |
| Taft | Y | Yes | No | No | |
| Turner | N | - | - | - | |
| Tyler, John | N | - | - | - | |
| Webb | Y | Yes | Yes | Yes | |
| Whittier | Y | Yes | No | No | |
| Wilkenson | N | - | - | - | |

- District reviewers are not always completing the form properly.
- Required follow-up activity in four schools was not completed.
- Four schools had free or reduced counts that exceeded eligible students and no corrective action was documented.

Corrective Action

As a result of our analysis of the reports, we do not feel that the on-site visits are adequately detecting counting problems and therefore, identifying necessary steps to correct these problems. Submit corrective action plan to ensure that the on-site reviews are performed timely and completely, we also recommend additional training be provided on how to conduct on-site reviews. Follow-up activity must be completed and documented within 30 days of the initial visit. If used correctly, the on-site form can be a valuable management tool.

XII. COMPETITIVE FOODS

During the review it was noted that Ballou SHS and Luke Moore SHS had vended foods of minimal nutritional value available to students during the meal service. Federal regulations prohibit the sale of these items in the food service area during the lunch service. The sale of these foods also does not comply with the DCPS Directive on food sales to students.

Corrective Action

DCPS must ensure that schools comply with federal regulations on foods of minimal nutritional value. This can be accomplished by turning off vending machines located in the food service area during meal service times. DCPS issued a directive on February 28, 1998 reminding schools about the restrictions on the sale of foods of minimal nutritional value and other competitive foods.

XIII. SUMMARY

Due to the errors found in counting and claiming, the review threshold was exceeded in nine out of the fifteen schools included in the scope of the review. This will result in a second review to be scheduled and completed before December 30, 2003. Fiscal action will be determined following our review of corrective actions taken after the follow-up review. If corrections are not completed properly, fiscal action may be assessed from the initial CRE conducted April 2003 and fiscal action may also occur for the review completed by December 30, 2003.

Internal controls such as the edit check and the on-site monitoring could have been used to a better advantage in finding and correcting counting and claiming errors. Staffing at the SFA level is still lower than it was in prior years. The result is that DCPS, Director of Food and Nutrition Services has been unable to monitor activities to ensure that internal procedures are in place. An Assistant Director or additional staff would have the responsibility of monitoring the completion of and follow-up on required activities could help save the DCPS from future over-claims and future 2nd year follow-up reviews.

DISTRICT OF COLUMBIA

PUBLIC SCHOOLS

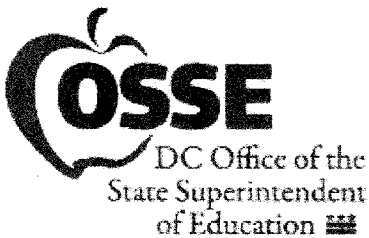
2009

**COORDINATED REVIEW EFFORT
(CRE)
SUMMARY OF FINDINGS**

June 1, 2009

**OFFICE OF THE STATE SUPERINTENDENT
OF EDUCATION**

**Sandra Schlicker PhD, Director, Wellness and Nutrition Services
LaTisha Savoy, School Program Manager
Rita Akers, Wayne Gardiner, Diedre Bell – Program Specialists**



June 1, 2009

A. Gyimah Chin
Executive Officer - Operations
District of Columbia Public Schools
Office of the Chancellor
825 North Capital Street, NE, 7th floor
Washington, DC 20002

Dear Ms. Chin:

This letter is to inform you of the findings of the 2008-2009 Coordinated Review Effort (CRE) Review of DC Public Schools, Food and Nutrition Services. The site reviews were conducted February 2-6, 2009, in fifteen (15) schools participating in the National School Lunch Program in DC Public Schools. The scope of the review included all aspects of eligibility documentation, counting, claiming, and consolidation of meals served, as well as an evaluation of the nutritional integrity of the menu.

A daily debriefing was held during the review week, February 2-6, 2009 with representatives from DC Public Schools, Food and Nutrition Services, OSSE and USDA to discuss findings of the review. This letter will detail those findings and define specific corrective actions. DC Public Schools has thirty days to respond with appropriate action. In addition to those schools reviewed, we would like to stress the importance of resolving any findings in all schools throughout DC Public Schools system-wide.

Due to the errors found in counting and claiming, the review threshold was exceeded in one (1) out of the fifteen (15) schools included in the scope of the review. Fiscal action has been assessed. DC Public Schools may exercise its right to appeal the withholding of payments and over-claims by following the appeal procedures guidelines in 7CFR Part 210.30(d)(3). See attached.

We appreciate the cooperation and hospitality that was extended to our review team members. We look forward to working with the DC Public Schools, Food & Nutrition Services to resolve any findings as expeditiously as possible. In that regard, we would like to offer any technical assistance necessary at your request.

Please contact LaTisha Savoy at 724-2127 or Rita Akers at 724-7775 if you have any questions or concerns.

Sincerely,

Sandra Schlicker, PhD
Director, Wellness and Nutrition Services

cc: MARO
Kerri Briggs
Jesus Aguirre

The Coordinated Review Effort (CRE) process provides us with a snapshot of how well DC Public Schools (DCPS) is performing within the guidelines established by federal regulations. It requires the Office of the State Superintendent of Education (OSSE) to record data found at the site and to analyze that data against a prior month in the same school year. We selected November, 2008, as the test month because that was the last month a claim was submitted by DCPS to the OSSE for reimbursement. A comparison from the day of visit and other information is collected and analyzed to determine how well DCPS is performing.

The site visit allows OSSE to determine if all aspects of the counting, claiming, and consolidation and eligibility documentation processes are in compliance at the school level. By interview and direct observation, we are able to ascertain if a school is following the guidelines set forth in the District of Columbia policy statement. The meal service is also observed to determine if children are receiving the proper menu components and quantities of food.

The review analyzes compliance in both critical and general areas in accordance with regulations. Critical areas are divided into two Performance Standards.

- Performance Standard One includes certification, counting, and claiming systems used by DCPS, Food and Nutrition Services (FNS) to ensure that all free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced price and paid lunches respectively; and that meals are counted, recorded, consolidated and reported through a system which consistently yields correct claims for reimbursement.
- Performance Standard Two covers the food components served to children and evaluates whether lunches claimed for reimbursement within the school food authority contain the required food items/components described in the regulations.

General areas of review include civil rights, verification, on-site review requirements, record keeping, and edit checks.

I. SITE SELECTION PROCESS

Review requirements state that OSSE must visit a specific number of sites based on the total number of schools in DCPS. The approved Application for Participation submitted by DCPS indicates that 121 schools participate in the National School Lunch Program. Accordingly, Table A of 7CFR Part 210.10 requires that we visit a minimum of 12 schools to effectively evaluate DCPS. In addition, the Office of the State Superintendent of Education (OSSE) must also review additional schools with a free average daily participation of 100 or more and a free participation factor of 100 percent.

Site Selection was determined by applying the following formula:

The number of free meals claimed at each school during the month of October 2008, divided by the number of free eligibles at each site; divided by the number of serving days during the month of October 2008.

This formula provided us with a common frame of reference and assisted in identifying schools, which might have potential issues. The following chart indicates the sites selected and the reason for selection. Although 12 schools were required to be reviewed, the Office of the State Superintendent (OSSE) selected three additional schools to ensure the sample of selected schools included a sample of Provision-2 and secondary schools.

| TYPE | SCHOOL NAME | # OF OPERATING DAYS | # FREE CHILDREN APPROVED | # FREE LUNCHES CLAIMED | FREE ADP (E)/(C) | % FREE PARTICIPATION (F)/(D)X100 | FOR Dept USE ONLY |
|------|------------------------------|---------------------------|--------------------------------|------------------------------|------------------------|--|----------------------|
| 1 | Barnard ES | 21 | 163 | 3090 | 147 | 90.3% | Prov. 2 |
| 1 | Brightwood ES | 21 | 269 | 5084 | 242 | 90.0% | Prov. 2 |
| 1 | Burrville ES | 21 | 219 | 3903 | 186 | 84.9% | Prov. 2 |
| 1 | Cleveland ES | 21 | 167 | 3043 | 145 | 86.8% | Prov. 2 |
| 3 | Coolidge SHS | 21 | 317 | 4478 | 213 | 67.3% | Select |
| 2 | Eliot MS | 21 | 192 | 3283 | 156 | 81.4% | Prov. 2 |
| 1 | Ferebee-Hope ES | 21 | 109 | 3956 | 188 | 172.8% | Select |
| 2 | Garnet Patterson MS | 21 | 144 | 2683 | 128 | 88.7 | Select |
| 1 | Harris, C.W. ES | 21 | 91 | 2617 | 92 | 100.0% | Select |
| 1 | Houston ES | 21 | 147 | 2765 | 132 | 89.6% | Prov. 2 |
| 1 | Jackie Robinson Spec. Ed. | 21 | 16 | 369 | 18 | 109.8% | Select |
| 1 | Montgomery ES | 21 | 77 | 1481 | 71 | 91.6% | Prov. 2 |
| 1 | Truesdell ES | 21 | 172 | 4608 | 219 | 127.6% | Select |
| 1 | Tyler ES | 21 | 97 | 1892 | 90 | 92.9% | Select |
| 1 | Winston ES | 21 | 232 | 4448 | 212 | 91.3% | Prov. 2 |

II. SCHOOL REVIEW SUMMARY

The chart below summarizes the findings at each of the 15 schools reviewed. The schools listed as "yes" on the chart below indicates the school passed the review criteria. However, Truesdell ES failed to adhere to the counting and claiming procedures for the day of visit and review month and therefore did not pass the review criteria.

Performance Standard 1 -

Adequate Counting and Claiming System

| School | Day | | Review Period | |
|--|-----|----|---------------|----|
| | Yes | No | Yes | No |
| 1. Barnard ES | X | | X | |
| 2. Brightwood ES | X | | X | |
| 3. Burrville ES | X | | X | |
| 4. Cleveland ES | X | | X | |
| 5. Coolidge SHS | X | | X | |
| 6. Eliot MS | X | | X | |
| 7. Ferebee-Hope ES | X | | X | |
| 8. Garnet Patterson MS | X | | X | |
| 9. Harris C.W. ES | X | | X | |
| 10. Houston ES | X | | X | |
| 11. Jackie Robinson Spec. Education | X | | X | |
| 12. Montgomery ES | X | | X | |
| 13. Truesdell ES** | | X | | X |
| 14. Tyler ES | X | | X | |
| 15. Winston ES | X | | X | |

FINDING NUMBER ONE: COUNTING AND CLAIMING

Regulatory Citation: 7 CFR § 210.18(G) C (2)

Explanation:

The State Agency is required to review counting/claiming and certification systems in place at each school to ensure that all free, reduced and paid lunches claimed for reimbursements are served only to children that are deemed eligible for the day of visit and review month. During the review, it was revealed that Truesdell ES exceeded the number of attendance adjusted eligible students on nine (9) out of seventeen (17) serving days for the month of November 2008. The SFA should compare the meals served to the attendance adjusted eligible's and the number of enrolled children certified for a free, reduced and paid meal.

Truesdell ES – November 2009

| | | | |
|-----------------|---|--------|----------|
| 27 Free Meals | x | \$2.59 | \$ 69.93 |
| 6 Reduced Meals | x | \$2.19 | \$ 13.14 |
| 19 Paid Meals | x | \$0.26 | \$ 4.94 |
| Total Due | | | \$ 88.01 |

This is a Performance Standard-1 violation that has resulted in fiscal action of **\$88.01**.

Performance Standard-1 includes certification, counting, and claiming systems used by the SFA to ensure that all free, reduced price and paid lunches claimed for reimbursements are served only to children that are eligible.

Corrective Action

DCPS is required to submit a detailed corrective action plan or policy to the State Agency addressing how the SFA will ensure meals are accurate and based on reliable point of service counts. The corrective action should provide the State Agency with a process of verifying Truesdell ES future meal counts to ensure that it does not exceed the number of attendance adjusted eligible students. It is essential that Food & Nutrition Services monitor the counting systems at Truesdell ES for a period of time needed to institute a reliable system for counting and claiming meals.

FINDING NUMBER TWO: ELIGIBILITY DETERMINATION AND BENEFIT ISSUANCE

Regulatory Citation: 7 (CFR) § 245.6(c)

Explanation:

The State Agency is required to verify the determination of a child's eligibility for free, reduced price and paid meals. Determination of a child's eligibility to participate in the lunch program was also reviewed. The review team compared the child's eligibility status with the customer listing to ensure students were listed in the correct eligibility category. As part of the CRE process, the State Agency conducted a scheduled application review on December 1-5, 2008. During the review, application and roster errors were recorded on Form S-5 and left with DCPS for corrections. On March 9-11, 2009, the State Agency conducted a follow-up application review to verify the corrected eligibility applications and rosters completed by DCPS.

Performance Standard-1 violations were found in the following nine schools.

| | |
|---------------|--------------------|
| Barnard ES | \$ 46.04 |
| Burrville ES | \$723.34 |
| Brightwood ES | \$205.61 |
| Cleveland ES | \$357.89 |
| CW Harris ES | \$ 1.20 |
| Coolidge SHS | \$254.04 |
| Eliot MS | \$ 229.61 |
| Truesdell ES | \$497.44 |
| Winston ES | \$249.31 |
| Winston ES | \$249.31 |
| TOTAL | \$ 2,564.48 |

As a result of Performance Standard-1 violations, fiscal action was assessed for **\$2,564.48**.

The State Agency has seen great improvement in the area of correctly approving free and reduced eligibility applications compared to the results of Coordinated Reviews conducted in previous years. This can be attributed to additional training and the new WEB-SMART Program in use by DCPS for the current school year.

Corrective Action

DCPS is required to submit a detailed corrective action plan or policy to the State Agency addressing how the SFA will ensure all applications are reviewed and certified with correct income eligibility determinations. The corrective action should provide the State Agency with a process of certifying income eligibility applications and the person(s) responsible for verifying the applications and ensuring the process is properly implemented and followed.

FINDING NUMBER THREE: CLAIMS CONSOLIDATION

Regulatory Citation: 7 CFR § 210.18(4) C (ii)

The State agency is required to verify the number of free, reduced price and paid meals reported on the monthly claim for reimbursement for accuracy. DCPS is required to consolidate meal counts from all schools into a single claim for reimbursement. During the CRE review, the system for consolidating claims is evaluated for accuracy. The review team validated the claims consolidation for all schools for the month of October 2008.

A final review of the claims consolidation process has resulted in a Performance Standard-1 violation with a fiscal action of **\$5778.11**.

The following summarizes the results of the review:

| CLAIM CONSOLIDATION | |
|-----------------------------------|--------------|
| SFA Free Meals Claimed | 286501 |
| Reviewer Validated Free Meals | 284,551 |
| Free Meals Over-claimed | 1,950 |
| SFA Reduced Meals Claimed | 35,024 |
| Reviewer Validated Reduced Meals | 34,829 |
| Reduced Meals Over-Claimed | 195 |
| SFA Paid Meals Claimed | 145,504 |
| Reviewer Validated Paid Meals | 144,348 |
| Paid Meals Over-Claimed | 1,156 |

| Meals Over-claimed | | Rate | Amount |
|--------------------|---|----------------|--------------------|
| 1950 - Free | X | 2.59 - Free | \$ 5,050.50 |
| 195 - Reduced | X | 2.19 - Reduced | \$ 427.05 |
| 1,156 - Paid | X | 0.26 - Paid | \$ 500.00 |
| Total Due | | | \$ 5,778.11 |

Corrective Action:

DCPS is required to submit a detailed corrective action plan or policy to the State Agency addressing how the SFA will implement an acceptable and accountable method to ensure that future claims are consolidated properly. The corrective action plan should include the person(s) responsible for ensuring the process is properly implemented and followed.

A final review of the claims consolidation process has resulted in a Performance Standard-1 violation with a fiscal action of **\$5778.11.**

FINDING NUMBER FOUR: FOOD PRODUCTION RECORDS/MENUS

Regulatory Citation: 7 CFR § 210.18 (4)(3)(iii)

Explanation:

As part of the review process, food production records were reviewed for all fifteen (15) schools for the current school year to ensure meals claimed for reimbursement contained the proper food items/components. At the time of review, it was revealed that food production records at C.W. Harris ES did not list the required number of food items needed for a reimbursable meal on November 4, 2008. However, after discussion with the FS Worker, it was noted that November 4, 2008 was Election Day and the cafeteria was used as a voting precinct. Due to these circumstances, meals were consumed in the classrooms and fruit/vegetable was accidentally omitted from the menu served. Therefore, meals served on November 4, 2008 did not meet meal pattern requirements.

MEALS DISALLOWED - 11/4/2008

| | | | |
|------------------|---|--------|------------------|
| 51 Free Meals | x | \$2.59 | \$132.09 |
| 7 Reduced Meals | x | \$2.19 | \$ 15.33 |
| 78 Paid Meals | x | \$0.26 | \$ 20.28 |
| Total Due | | | \$ 167.70 |

This is a Performance Standard-2 violation that has resulted in fiscal action of **\$167.70.**

Corrective Action

DCPS is required to submit a corrective action plan that details steps to be taken to ensure that food production staff will receive training in meal pattern requirements, in determining sufficient quantities of food for the appropriate age/grade groupings of students being served and properly recording information on the production sheets. The corrective action plan should also include the person(s) responsible for ensuring these processes are properly implemented and followed.

OBSERVATION NUMBER ONE: MENU OPTION

The approved Application for Participation indicates that Traditional Food Based is the menu planning system selected for SY 2008-2009. After careful review of the menu planning documents and production records, it was revealed that the quantities of the grains/bread and of the fruit/vegetable components being offered more closely followed the Enhanced Food Based menu planning option. At the time of the fifteen (15) Coordinated on-site reviews conducted, it was revealed that Chartwells implemented the enhanced meal pattern option district-wide. Menus were based on this meal pattern.

Suggested Action

It is suggested that DCPS, as the School Food Authority, implement a system to improve communication with the Food Service Management Company, Chartwells, to ensure that defined meal pattern options are accurately followed. In addition, a copy of the renewal application can be forwarded to Chartwells to avoid future confusion. As an alternative, a brief written description from DC Public Schools to Chartwells should be provided annually to ensure that all parties are aware of the requirements and expectations.

OBSERVATION NUMBER TWO: VERIFICATION

Regulatory Citation: 7 CFR § 245.6a (5) (e)

The State Agency is required to review the verification process at the SFA to ensure policies and procedures were followed in accordance with USDA guidelines. During review of the SFA verification documents, reviewers could not determine the official date of parent notification/results letters. It appears the computerized parent notification/results letters are dated for the current date of access rather than the date processed. If there is a reduction or termination of benefits, households must be given 10 days written notice.

Suggested Action

In order for the State Agency to adequately determine if this requirement is being met, the computerized letters generated must include the date of notification to the parents and the date benefits change. The SFA should establish procedures to ensure a ten day advance notification letter is provided to households with change in benefits. DCPS must maintain electronic verification correspondence with pertinent dates as related to verification activities.

OBSERVATION NUMBER THREE: ON-SITE REVIEWS

Regulatory Citation: 7 CFR § 210.8 (a)(1)

SFAs are required by February 1st of each school year to complete a review of the lunch counting and claiming system employed by each school under its authority. During the review it was revealed that 15 out of 121 schools were missing on-site reviews completed by the SFA within this time period for SY 2008-2009. On-site reviews can provide a valuable tool for School Food Authorities to isolate and correct accountability issues. In addition, consistent on-site reviews can prevent over-claims from occurring. This finding was cited in previous Coordinated Reviews conducted. To date, DCPS has informed the State Agency that procedures have been implemented to ensure on-site reviews will be completed. In addition, the State Agency has provided scheduled additional training to DCPS staff.

Suggested Action:

DCPS is required to submit a corrective action plan or policy to the State Agency to address how the SFA will ensure monitoring responsibilities are completed by June 5, 2009 for this school year and by February 1, 2010 for SY 2009-2010 and each successive year thereafter. The corrective action should also provide the State Agency with a process of how the monitoring responsibilities will be completed and the person(s) responsible for ensuring the process is implemented and followed.

OBSERVATION NUMBER FOUR: Food Safety Inspections

Regulatory Citation: 7 CFR § 210.13 (b)

SFAs are required to ensure operating sites meet food safety inspections. Each site is required to receive at least two food safety inspections conducted by a state or local government agency that is responsible for food safety inspections, annually. At the time of review, no inspection was conducted at Garnet Patterson for the 2008-2009 school year. The last food safety inspection was conducted March 17, 2008.

Suggested Action:

DCPS is required to submit a corrective action plan or policy to the State Agency to address how the SFA will ensure food safety inspections are completed district-wide by the end of this school year and each school year thereafter. The corrective action plan should also include the person(s) responsible for ensuring the process is properly implemented and followed.

SUMMARY

Internal controls such as the edit checks and on-site monitoring could have been utilized in addressing counting and claiming errors. Staffing at the SFA level is lower than it has been in prior years. To conclude, DCPS, Food and Nutrition Services has been unable to monitor activities to ensure that internal procedures are in place to meet regulatory requirements. Although Chartwells is the Food Service Management Company, DCPS is the School Food Authority that has a contractual agreement with the State Agency to administer the National School Lunch Program and therefore is responsible for monitoring completion of all activities to ensure compliance is enforced.

Based on the cited deficiencies, the total over-claim assessed against your program is **\$8,598.30**. These funds can be remitted by check or money order, **payable to DC Treasurer** no later than July 2, 2009 to Wellness and Nutrition Services, 51 N Street, NE, 3rd floor, Washington, DC 20002. Over-claim payments may be deducted from future claims for reimbursement with a written request submitted with your corrective action response.

You may request an appeal in writing to:

Kwelli D. Sneed, MBA
Special Assistant
Business and Support Services
DC Office of the State Superintendent of Education (OSSE)
441 4th Street, NW Room 350 North
Washington, DC 20002
Mobile: (202) 368-3121
Fax: (202) 727-2834
kwelli.sneed@dc.gov
www.osse.dc.gov

**DISTRICT OF COLUMBIA SCHOOL LUNCH PROGRAM APPEAL PROCEDURES FOR THE
APPEAL OF THE DISTRICT OF COLUMBIA STATE EDUCATION OFFICE, NUTRITION
SERVICES FINDINGS
BY SCHOOL FOOD AUTHORITIES**

Pursuant to 7 CFR 210.18(q), as amended (the Food and Nutrition Service, United States Department of Agriculture Regulations) each State Agency must establish an appeal procedure to be followed by a school food authority requesting a review of:

1. A denial of all or a part of the Claim for Reimbursement; or
2. Withholding payment arising from administrative or follow-up review activity conducted by the State Agency.

The procedures must ensure that:

Appellants are assured of a fair and impartial hearing before an independent official at which they may be represented by legal counsel; decisions are rendered in a timely manner not to exceed 120 days from the date of the receipt of the request for review; appellants are afforded the right to either a review of the record with the right to file written information, or a hearing which they may attend in person; and adequate notice is given of the time, date, place and procedures of the hearing.

Accordingly, the District of Columbia State Education Office, Nutrition Services Division (State Agency) has established the following appeal procedures for the appeal of its findings by school food authorities:

**The Appeal Procedures established by the District of Columbia State Education Office,
Nutrition Services Division are outlined below:**

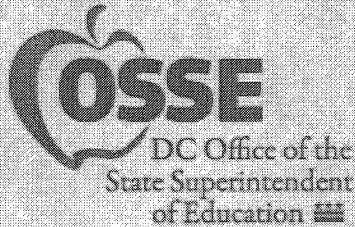
1. The written request for a review shall be postmarked within 15 calendar days of the date the appellant received the notice of the denial of all or a part of the Claim for Reimbursement or withholding of payment, and the State agency shall acknowledge the receipt of the request for appeal within 10 calendar days.
2. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than 30 calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter of request for review. Failure of the appellant school food authority's

representative to appear at a scheduled hearing shall constitute the appellant school food authority's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State agency shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official.

3. If the appellant has requested a hearing, the appellant and the State agency shall be provided with at least 10 calendar days advance written notice, sent by certified mail, return receipt requested, of the time, date and place of the hearing.
4. Any information on which the State agency's action was based shall be available to the appellant for inspection from the date of receipt of the request for review.
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section.
6. The review official shall make a determination based on information provided by the State agency and the appellant, and on Program regulations.
7. Within 60 calendar days of the State agency's receipt of the request for review, by written notice, sent by certified mail, return receipt requested, the review official shall inform the State agency and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the school food authority.
8. The State agency's action shall remain in effect during the appeal process.
9. The determination by the State review official is the final administrative determination to be afforded to the appellant.

A request for Appeal should be submitted to the Hearing Official:

Kwelli D. Sneed, MBA
Special Assistant
Business and Support Services
Office of the State Superintendent of Education
441-4th Street, NW, Room 350-N
Washington, DC 20002
Telephone: (202) 368-3121
Fax: 727-2834
Kwelli.Sneed@dc.gov



December 15, 2009

A. Gyimah Chin
Executive Officer - Operations
District of Columbia Public Schools
825 North Capital Street, NE, 7th floor
Washington, DC 20002

Dear Ms. Chin:

During the 2008 - 2009 school year a Coordinated Review Effort (CRE) was conducted of the District of Columbia Public Schools (DCPS) by the Office of the State Superintendent of Education (OSSE). During this review, an overclaim was assessed in the amount of \$8,598.30. In the September 22, 2009 letter responding to the findings of the CRE and the subsequent overclaim assessment, DCPS requested that this office withhold the above mentioned amount due from future claims for reimbursement. Unfortunately, we are unable to process this request.

Therefore, the OSSE requests that DCPS submit a check or money order made payable to DC Treasurer in the amount of \$8,598.30 to this office by close of business, December 31, 2009.

Thank you for your cooperation in the completion of the final phase of this process as we bring this review to a close by the end of this calendar year.

Please contact Ms. LaTisha Savoy on 724-2127 or Rita Akers on 724-7775 if you have any questions or concerns.

Sincerely,

Sandra Schlicker, PhD
Director, Wellness and Nutrition Services